

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington DC 20350

SECNAVINST 7220.80D
Pers-24
14 August 1996

SECNAV INSTRUCTION 7220.80D

From: Secretary of the Navy
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: SUBMARINE DUTY INCENTIVE PAY (SUBPAY) PROGRAM

Ref: (a) 37 U.S.C. Sec. 301c
(b) SECNAVINST 1160.1A

Encl: (1) CONSUBPAY Entitlement Flowchart
(2) Submarine Pay Rates
(3) Submarine Service Entry Date Worksheet
(4) NPTU Graduating Class TOSS Worksheet
(5) Administrative Procedures for SUBPAY
(6) Submarine Service Entry Date Adjustment Worksheet
(7) List of Courses of Instruction Creditable Toward Accumulation of Total Operational Submarine Service
(8) Submarine Command Staffs
(9) Submarine Underway Ride Time Documentation
(10) Individual Submarine Underway Ride Time Record for Submarine Command Staffs
(11) Record of Submarine Duty for Special Test and Evaluation Details
(12) Total Operational Submarine Service Worksheet
(13) Example - Total Operational Submarine Service Worksheet
(14) Example - Record of Submarine Duty for Special Test and Evaluation Details
(15) Examples of Submarine Command Staff Ride Time Accounting
(16) Example - Individual Submarine Underway Ride Time Record for Submarine Command Staffs

1. Purpose. To revise policy and procedures for the administration of the Submarine Duty Incentive Pay (SUBPAY) Program under the provisions of reference (a). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. SECNAVINST 7220.80C.

3. Policy. The Department of the Navy's policy is to use SUBPAY prescribed in reference (a) to attract and retain personnel in the submarine service on a career basis. All personnel meeting the eligibility requirements of paragraphs 4 or 5 are eligible for SUBPAY, either Continuous (CONSUBPAY) or Operational (OPSUBPAY). Submarine designated personnel are encouraged to maintain eligibility for CONSUBPAY (see enclosure (1)).

4. Continuous Submarine Duty Incentive Pay (CONSUBPAY). CONSUBPAY is designed to be paid to active duty naval service officers and enlisted personnel who engage in and remain in the submarine service on a career basis (see enclosure (2)). Most submarine personnel are eligible for CONSUBPAY. Individuals receiving CONSUBPAY may not receive OPSUBPAY at the same time. Staff Corps officers are not authorized to receive CONSUBPAY. For the purposes of this instruction, "submarine" includes commissioned submarines, new construction submarines, submarines undergoing overhaul, conversion or decommissioning, off crews of two-crew submarines, auxiliary research submarines, deep submergence rescue vehicles, manned submersible research vehicles, and operational submarine detachments assigned to submarines or manned deep submergence vehicles.

a. Active duty officers are eligible for CONSUBPAY if they satisfy the following conditions:

(1) Hold one of the following submarine related designators:



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(a) 1120, 1125, 1170, 1175 (Training and Administration of Reserve (TAR) Officers are not eligible for CONSUBPAY) or;

(b) Limited Duty Officer (LDO) 62XX or Chief Warrant Officer (CWO) 72XX in conjunction with the officer additional qualification designator SV1 (qualified in submarines as enlisted) or;

(c) LDO 640X or CWO 740X in conjunction with the officer additional qualification designator SV1 (qualified in submarines as enlisted) or;

(d) LDO 641X or CWO 741X in conjunction with the officer additional qualification designator SV1 (qualified in submarines as enlisted) who are determined by Bureau of Naval Personnel to be career members of the submarine force or;

(e) LDO 64XX or 65XX or CWO 74XX or 75XX who were commissioned prior to FY-89, with the officer additional qualification designator SV1 (qualified in submarines as enlisted), and who are determined by Bureau of Naval Personnel (BUPERS) (Pers-42) to be career members of the submarine force.

(2) Must have a valid Submarine Service Entry Date (SSED) and be beyond it. SSEDs are defined as follows:

(a) For Unrestricted Line (URL) officers, the SSED is defined as the date the officer first reports under orders to the first facility in which the officer will receive instruction to prepare for assignment to a submarine or the date the officer is assigned the 117X designator, whichever is later. For URL officers who started or completed training as a designated submarine officer prior to 1 January 1981, the SSED is the date the officer reported under orders to the first facility in which the officer received instruction to prepare for assignment to a submarine.

(b) For an LDO/CWO with prior enlisted submarine service, the SSED is determined

in the same manner as for enlisted personnel (see enclosure (3)).

(c) An LDO/CWO without prior enlisted submarine service will not be assigned an SSED and is not eligible for CONSUBPAY.

(3) Must have obtained the prescribed amount of Total Operational Submarine Service (TOSS) at the completion of the 12th and 18th year of submarine service. "Submarine service" is defined as the total active service subsequent to the individual's SSED. For URL officers with prior enlisted submarine service, this is the SSED established after commissioning. There is no TOSS requirement for personnel who have not served 12 years from their SSED.

(4) Physically qualified (see paragraph 6).

b. Active duty enlisted personnel are eligible for CONSUBPAY if they satisfy the following conditions:

(1) Designated for submarine duty and assigned designator "1" (SS) or designator "2" (SU), and;

(2) While not serving on a submarine, have obligated service for 14 months beyond their Projected Rotation Date (PRD). The requirement to maintain 14 months beyond PRD must be maintained at all times after any CONSUBPAY is received while not serving on a submarine. Individuals desiring not to obligate for CONSUBPAY will be counseled. A NAVPERS 1070/613 entry in the member's service record must be made by the transferring command indicating the member's intention not to obligate for CONSUBPAY. This entry will be signed by the member, and;

(3) Have earned required amounts of TOSS at the completion of the 12th and/or 18th year of submarine service. "Submarine service" is defined as the total active service subsequent to the individual's SSED. There is no TOSS requirement for personnel who have not served 12 years from

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their SSED. However, compliance with the obligated service requirements of paragraph 4b(5) is mandatory, and;

(4) Be assigned an SSED established per enclosures (3) or (4). Once established, an SSED may be adjusted, if appropriate, using enclosures (5) and (6). For nuclear trained enlisted personnel, the SSED will be established upon graduation from a nuclear power training unit (NPTU) per enclosure (4). For other than nuclear trained enlisted personnel, the SSED is the class convening date of Basic Enlisted Submarine School (BESS), New London, Connecticut. For enlisted personnel whose BESS class convened prior to 1 January 1981, the SSED is established as the day they graduated from BESS. For enlisted personnel who laterally transfer to the submarine force without attending BESS, the SSED is established as the date they report to their first submarine or are designated "SU" whichever is earlier (see enclosure (3)).

(a) SSED adjustments may be authorized for:

1. Periods of broken service (see enclosures (5) and (6)).

2. Periods of Medical Disqualification (see enclosures (5) and (6)).

3. Periods of Medical Limited Duty (LIMDU), if transferred from a submarine (before PRD) for LIMDU (ACC 105) (see enclosures (5) and (6)).

4. Nuclear Trained Enlisted personnel who are assigned for duty (ACC 100) to a Nuclear Power Training Unit (NPTU) immediately after receiving a 335X NEC (see enclosures (5) and (6)).

5. Period of time for Submarine Corpsman while ineligible due to paygrade and/or time in grade (see enclosures (5) and (6)).

6. Adjustment for excused absences from operational submarine service due to no fault of member (see enclosure (6)).

(5) Upon transfer from a submarine to a non-submarine activity, an enlisted member's CONSUBPAY will stop if at least a PRD plus 14-month obligation is not incurred. If otherwise eligible, CONSUBPAY will be restarted any time during the non-submarine activity tour when the PRD plus 14-month obligation is incurred. CONSUBPAY eligibility will restart effective the date the member reenlists or extends sufficiently for CONSUBPAY. The member's CONSUBPAY will commence upon the posting of the reenlistment or extension document to the Enlisted Master Record maintained by BUPERS. Payment of CONSUBPAY will be effective on the execution date (date actually signed by the member and witnessed for the Navy) of the reenlistment/extension document. If the document fails to post to the Enlisted Distribution and Verification Report (EDVR) after 60 days from transmittal, mail a certified copy of this document to BUPERS (Pers-241). This certified document should include a point of contact name and telephone number. Reference (b) provides that any obligated service incurred by an agreement to extend enlistment for the purpose of meeting the obligated service requirements for CONSUBPAY and for which no bonus is otherwise payable may be used as part of a subsequent term of reenlistment or voluntary extension for the purpose of determining bonus eligibility and in computing the amount of such a bonus. Only inoperative agreements to extend enlistment for CONSUBPAY eligibility purposes may be included in subsequent bonus eligibility determinations and calculations.

(6) Personnel permanently assigned to a submarine continue receiving CONSUBPAY, if otherwise eligible, while ordered Temporary Additional Duty (TAD) to other commands.

(7) Physically qualified (see paragraph 6).

c. Submarine Career Screening Gates. To comply with reference (a), submarine career

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screening gates have been established at the 12th and 18th year of submarine service. These gates are measured from the officer or enlisted member's SSED. As each gate is reached, an individual's service record is reviewed against the criteria below to determine if his career has been sufficiently submarine-intensive to merit further payment of CONSUBPAY. There is no TOSS requirement for personnel who have not served 12 years from their SSED. Compliance with the obligated service requirements of paragraph 4b(5) is mandatory for enlisted personnel.

(1) TOSS is the total amount of time, measured in months, that an individual has been in training (immediately prior to assignment to a submarine), or assigned to a submarine since his SSED. TOSS will be computed as follows:

(a) Fifteen-Day Rule: Reporting to a submarine prior to or on the 15th day of any month or detaching from a submarine after the 15th of any month entitles an individual to credit for the entire month. For personnel on TAD orders to a submarine and not assigned to a submarine command staff, TOSS will accumulate on a day-for-day basis.

(b) Courses of instruction listed in enclosure (7) are, or have been, required for assignment to a nuclear submarine, a submarine of advanced design, or to a position of increased responsibility on board a submarine. Submarine designated officers and enlisted personnel with orders for duty under instruction to the courses listed in enclosure (7), the prerequisite courses, or such courses as are individually approved by the Deputy Chief of Naval Operations (Manpower and Personnel), will accumulate TOSS while undergoing such training subsequent to their SSED. If the next permanent duty assignment made to a member following successful completion of training is not to a submarine, this period of training will not be credited toward TOSS.

(c) TOSS will accrue from the date a class convenes through graduation except for consecutive courses of instruction. A consecutive

course is one which convenes 14 days or less after successful completion of the preceding course. TOSS will be continuous for consecutive courses. Use the 15-day rule to calculate TOSS while an individual is in a course(s).

(d) Requests for additions or deletions to the list of courses of instruction (enclosure (7)) should be submitted to BUPERS (Pers-241) via the appropriate chain of command.

(e) TOSS accumulates for submarine qualified individuals while attached for duty (ACC 100), to a submarine command staff (enclosure (8)) provided that ride time requirements are satisfied, as discussed in paragraph 5a. If ride time requirements are not met by an individual at a submarine command staff, then TOSS will not be credited on a day-for-day basis. TOSS will be credited for a grace period only if the requirements of paragraph 5a are met. TOSS accumulation for submarine designated individuals attached to special test and evaluation details who are required to embark on a submarine in the performance of their duties will receive TOSS credit on a day-for-day basis for the number of days attached to a submarine. Personnel eligible to receive CONSUBPAY who are serving on a submarine command staff continue to receive CONSUBPAY even if the ride time requirements of paragraph 5a are not met. However, to accrue TOSS the ride time requirements of paragraph 5a must be met. Personnel who have lost their eligibility for CONSUBPAY will receive OPSUBPAY and accrue TOSS provided the individual is qualified in submarines, assigned for duty (ACC 100) to a submarine command staff, and meets the ride time requirements of paragraph 5a. TOSS accrued under the provisions of this paragraph must be documented using enclosures (9) and (10) or enclosure (11) with copies of orders and endorsements. Enclosure (9) information will be used to prepare enclosure (10). TAD orders and endorsements will be used to prepare enclosure (11). Commanders of submarine command staffs and special test and evaluation details will submit to BUPERS (Pers-241) a completed, up-to-date and certified, enclosure (12) for each qualifying

individual upon transfer or as necessary to document their submarine career screening gates. Enclosure (12) will be prepared using the information recorded on the individual's enclosure (10) or (11).

(f) This information will be used to update the individual's TOSS record. Failure to submit this information may result in the termination of the individual's CONSUBPAY based on insufficient TOSS credit when a submarine career screening gate is reached. Enclosures (9), (10), (11) and (12) should be reproduced locally and used to administer the SUBPAY program. The enclosures (10) and (11) quarterly verification will be completed and signed as soon as possible after the end of each quarter. The verification will be certified by the signature of a commissioned officer who is the command's designated single point of contact for SUBPAY matters. For periods prior to 1 January 1981, the entire period of duty while permanently attached (ACC 100) to a submarine command staff will be credited toward the accumulation of TOSS provided the member was qualified in submarines. For reporting and detaching months, commands must ensure that no more than 1 month of TOSS is credited for any 1 calendar month.

(2) Twelve Year Submarine Career Screening Gate (12 YRGT). A member must have earned at least 6 years (72 months) of TOSS upon completion of 12 years of submarine service. The 6-year TOSS Date (6 YRTD) is the date (year and month) 72 months of TOSS have been earned. If, at the member's 12 YRGT the 6 YRTD has not been earned, then his CONSUBPAY will be terminated. If the 6 YRTD has been earned prior to the 12 YRGT, the 12 YRGT is satisfied and the member is eligible for CONSUBPAY up to the completion of 26 years of military service (based on Pay Entry Base Date (PEBD) for enlisted and Active Commissioned Base Date (ACBD) for officers) or until the next submarine career screening gate at 18 years of submarine service, whichever is earlier. CONSUBPAY eligibility

terminates at PEBD plus 26 years for enlisted and ACBD plus 26 years for officers.

(3) Eighteen year Submarine Career Screening Gate (18 YRGT). A member must have earned at least 10 years (120 months) of TOSS upon completion of 18 years of submarine service for entitlement to CONSUBPAY up to the completion of the 26th year of military service (based on PEBD for enlisted and ACBD for officers). Individuals who have at least 8 years (96 months), but less than 10 years (120 months), of TOSS at the 18 YRGT will be eligible for CON-SUBPAY up to the completion of the 22nd year of military service based on PEBD for enlisted and ACBD for officers). The date (year and month) of the accumulation of 96 months and 120 months of TOSS represents the 8 Year TOSS Date (8 YRTD) and the 10 Year TOSS Date (10 YRTD), respectively (see enclosures (12) and (13)) to calculate a TOSS Date).

(4) Gate Failure. Individuals who do not satisfy the gate requirements are no longer entitled to CONSUBPAY, but are eligible for OPSUBPAY within the restrictions of paragraph 5. No waivers will be considered for insufficient TOSS that results in a gate failure. If an individual fails to satisfy the 12 YRGT, he cannot regain CONSUBPAY eligibility until the 18 YRGT, when his record is re-examined. If an individual fails to satisfy the 18 YRGT, he cannot regain CONSUBPAY eligibility.

d. Suspension from CONSUBPAY. Entitlement to CONSUBPAY is lost if any of the following occurs:

(1) Failure to satisfy the 12 or 18 YRGT criteria.

(2) Loss of submarine related duty designator:

(a) For officers, as applicable, loss of:

1. Designator 1120, 1125, 1170, 1175.

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2. Designator 62XX, 72XX, 640X, 740X, 641X, 741X or loss of the enlisted submarine qualification designator (SV1).

(b) For enlisted personnel, loss of designator "SS" designator "SU."

(c) For nuclear trained personnel, removal of Navy Enlisted Classification (NEC) Code 335X or 336X (enlisted) or nuclear Additional Qualification Designator (AQD) (officer).

(3) Transfer for separation processing from active duty.

(4) Physical disqualification from submarine duty as discussed in paragraph 6.

(5) For URL officers, permanent failure to screen by a formal submarine screening board for assignment as a department head, executive officer or commanding officer, or permanent removal of prior screening.

(6) For any officers declining or refusing to serve in any sea billet, to include department head, executive officer and commanding officer or any executive officer or commanding officer equivalent billets such as officer in charge (OIC) manned submersible research vehicles, NR1 and OTSU-2.

(7) Disenrollment from initial training preliminary to assignment to a submarine.

(8) Assignment to duty outside the submarine service with the expectation that an individual will remain permanently outside the submarine service. (Examples: Assignment to Engineering Duty (ED) Officer School in preparation for lateral transfer to the ED community; earning Second Class Diver Navy Enlisted Classification).

(a) Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) who, after completion of two normal tours outside of the Submarine Force, continue to serve outside the

Submarine Force in a non-SV1 billet, or a billet whose designator does not meet the requirements of paragraph 4 (a) (1), will lose CONSUBPAY eligibility. Requests for waiver must be submitted to PERS-24.

(b) Compilation of the tours of duty specified in paragraph (8) (a) above will begin with tours commenced after the effective date of the instruction.

(9) Upon formal approval by BUPERS (Pers-42) of a commanding officer's recommendation that an officer is not suitable for assignment as a submarine department head. Should the officer be subsequently approved for assignment as a submarine department head, his CONSUBPAY eligibility will recommence effective the date of BUPERS (Pers-42) formal approval.

(10) Transfer to any Accounting Category (ACC) (except those listed in (14) below) where no PRD or ultimate duty station is assigned:

(a) Temporary Duty for further assignment - (ACC 320).

(b) Temporary Duty for further transfer - (ACC 330).

(c) Temporary Duty not otherwise defined - (ACC 350).

CONSUBPAY entitlement will be restored, retroactive to the initial stop date, upon posting of a PRD if sufficient obligated service had been incurred. If sufficient obligated service had not been incurred, CONSUBPAY eligibility will be restored effective the date that a CONSUBPAY extension or reenlistment is executed.

(11) Transfer to any of the following Accounting Categories (ACCs):

(a) Failed to report for duty - (ACC 101).

(b) Deserter status - (ACC 109).

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(c) Temporary duty pending submarine disqualification - (ACC 356). Eligibility for CONSUBPAY will terminate upon transfer to ACC-356. However, if the individual is not subsequently disqualified from submarines, CONSUBPAY will be restarted effective on the initial stop date and when the individual transfers into another eligible ACC.

(d) Temporary duty pending separation, discharge, release, retirement - (ACC 380).

(e) Temporary duty pending separation, discharge, release, retirement (pay status, at home awaiting final disposition) - (ACC 381).

(f) Temporary duty pending administrative board review - (ACC 382).

(g) Temporary duty - disciplinary status (at other than correctional activity) - (ACC 390).

(h) Temporary duty - in confinement at a correctional activity - (ACC 391).

(i) Temporary duty - confined or held by civil authorities - (ACC 392).

(j) Temporary duty - home awaiting results of appellate review - (ACC 393).

(k) Temporary Active Reserve - (ACC 103).

(12) Approval of a request for transfer to the Fleet Reserve. Entitlement to CONSUBPAY is automatically terminated effective the date Chief of Naval Personnel (CHNAVPERS) approves the request. Eligibility may be restored effective the date CHNAVPERS approves a request to withdraw a Fleet Reserve transfer request, provided all other eligibility criteria are satisfied. However, CONSUBPAY will not be restored for the intervening period. Entitlement to OPSUBPAY is not affected by requests for transfer to the Fleet Reserve. A member assigned to a submarine and

approved for Fleet Reserve transfer is eligible for OPSUBPAY until transferred from the submarine.

(13) Enrollment in an officer or officer candidate program to include Naval Reserve Officer Training Corps, Officer Candidate School, Aviation Officer Candidate School or any other enlisted commissioning program. Personnel selected for LDO or CWO will continue to draw enlisted submarine pay until commissioning, provided eligible in all respects. Entry into the Enlisted Educational Advancement Program (EEAP) will not exclude the member from receipt of CONSUBPAY until actual entry into enlisted commissioning programs defined as the reporting date to the United States Naval Academy, a university, Naval Academy Preparatory School or the Broadened Opportunity for Officer Selection and Training (BOOST) program.

(14) Failure to incur 14 months obligated service beyond a non-submarine duty PRD for enlisted members. Obligated service will not be required for those individuals that will transfer to:

(a) Duty under instruction 20 weeks or greater (with no ultimate duty station assigned) - (ACC 342).

(b) Humanitarian assignment for less than 6 months must have been previously entitled to CONSUBPAY at last permanent duty station) - (ACC 354). CONSUBPAY entitlement will automatically stop after 6 months in ACC 354.

(c) Awaiting medical board review (must have been previously entitled to CONSUBPAY at the last permanent duty station) - (ACC 355). CONSUBPAY entitlement will automatically stop after 6 months in ACC 355 unless BUPERS (Pers-241) is notified, in writing, prior to the end of the 6-month period.

(d) Missing or interned - (ACC 323).

(15) Any period of reported unauthorized absence.

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(16) For any officer detached for cause while serving in an at-sea submarine billet upon formal approval by the CHNAVPERS.

(17) For any officer who fails to qualify in submarines or who is recommended for assignment for duty other than in the submarine service upon approval by the CHNAVPERS.

(18) For any LDO or CWO declining or refusing to serve as a personnel/administrative officer, Production Management Assistant, MK-48 Weapons IMA Officer, or Assistant Operations/Port Services Officer of a SUBASE, department head ashore or any sea billet.

e. Requests for PRD extensions from personnel receiving CONSUBPAY in non-submarine duty assignments will be approved only if the member's Expiration of Active Obligated Service (EAOS) provides at least 14 months of obligated service beyond the revised PRD. A PRD extension may be granted if additional obligated service is incurred, by reenlistment or extension, to provide the minimum obligated service of 14 months beyond the revised PRD.

5. Operational Submarine Duty Incentive Pay (OPSUBPAY). OPSUBPAY is payable to active duty naval service officers and enlisted personnel when assigned to and serving in operational submarine duty when CONSUBPAY eligibility criteria, paragraph 4, are not met (see enclosure (2)). Midshipmen are not authorized to receive OPSUBPAY. Personnel earn OPSUBPAY on a prorated, day-for-day basis for any period they are attached under orders to operational submarine duty, whether temporarily or permanently. Personnel permanently assigned to a submarine continue OPSUBPAY entitlement when ordered TAD to other commands. In this instruction, the term "operational submarine duty" means duty while attached under competent orders to a submarine, while serving as an operator or crew member of an operational submersible

(including an undersea exploration or research vehicle), while undergoing training preliminary to assignment to a nuclear-powered submarine, while receiving instruction to prepare for assignment to a nuclear-powered submarine, while receiving instruction to prepare for assignment to a submarine of advanced design, while receiving instruction to prepare for a position of increased responsibility on a submarine, or, in the case of a member qualified in submarines, while attached as a member of a submarine operational command staff whose duties require serving on a submarine during underway operations, and meets the underway requirements specified below. The courses of instruction listed in enclosure (7) meet this definition of operational submarine duty.

a. OPSUBPAY when attached for duty (ACC 100) to a submarine command staff: OPSUBPAY is payable on a month-to-month basis to individuals qualified in submarines while attached for duty (ACC 100) to a submarine operational command staff (enclosure (8)) whose duties require serving on a submarine during underway operations. The term qualified in submarines is defined as those officer and enlisted personnel who have been designated qualified in submarines per the Naval Military Personnel Manual (NAVPERS 15560). For each month that ride time requirements are satisfied (paragraph 5a(1), (2), or (3)), the individual will receive 1 month of OPSUBPAY (including reporting and detaching months). For personnel, other than those reporting from a Submarine Command Staff to another Submarine Command Staff, an initial grace period begins with the first month in which underway requirements are not met after reporting. If ride time requirements are not satisfied for a given period, an individual does not receive OPSUBPAY on a day-for-day basis. OPSUBPAY will be paid for a grace period only if the requirements of paragraph 5a are met. For individuals not qualified in submarines and who are serving on submarine command staffs, OPSUBPAY may be paid on a day-for-day basis. To satisfy ride time requirements for a given period, an individual must have underway time as follows:

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(1) During 1 calendar month: 48 hours, except that any hours served underway as a member of a submarine command staff during any of the immediately preceding 5 calendar months and not already used to qualify for OPSUBPAY may be applied to satisfy the underway time requirements for the current month;

(2) During any 2 consecutive calendar months when the requirements of 5a(1) above have not been met: 96 hours; or

(3) During any 3 consecutive calendar months when the requirements of 5a(1) or 5a(2) above have not been met: 144 hours.

b. OPSUBPAY when assigned to special test and evaluation details: OPSUBPAY is payable on a day-for-day basis to individuals serving on special test and evaluation details whose duties require serving in a submarine. Special test and evaluation details include any active duty naval service officers or enlisted personnel assigned TAD to a submarine. TAD orders and their endorsements will be used to determine the number of days the individual is entitled to OPSUBPAY (see enclosure (14)).

c. Time counting toward ride time requirements.

(1) Only time underway on a submarine counts as ride time. Ride time is the number of underway hours and minutes taken from the ship's deck log and entered in enclosure (9). The hours and minutes entered in enclosure (9) are totalled at the end of each calendar month, rounded down to the last whole hour and entered in enclosure (10).

(2) While serving on a submarine command staff, hours served underway in excess of the requirements or those hours that do not total enough to meet the requirements during any of the immediately preceding 5 calendar months and not already used to qualify for OPSUBPAY may be

applied to satisfy ride time requirements for the current month or grace period.

(3) The satisfaction of the submarine command staff periodic ride time (monthly or grace period) requirements is determined by, first, using underway hours achieved during the period in question. If, and only if, an individual fails to satisfy underway requirements using these hours, then the inventory of excess hours available from the past 5 months is used to make up the difference needed. These hours are used by using the oldest "banked" hours first. Any hours so used are considered expended and are not available for the satisfaction of any other period's requirements.

d. Personnel assigned to submarine command staffs will be responsible for the accurate accountability of their own underway time. A person will be assigned as coordinator and maintain all underway time records for his unit in a centralized location.

e. Bank times and grace periods. When an individual transfers from one submarine command staff to another submarine command staff or changes from CONSUBPAY entitlement to OPSUBPAY entitlement:

(1) The first month of OPSUBPAY eligibility for an individual attached to a submarine command staff, upon termination of CONSUBPAY entitlement, is the first month of an OPSUBPAY grace period.

(2) An individual may not carry forward "banked" ride time hours for OPSUBPAY entitlement when he changes from CONSUBPAY to OPSUBPAY. This situation occurs because there is no ride-time requirement for a member qualified for CONSUBPAY.

(3) Ride-time grace periods are not interrupted when an individual transfers from one submarine command staff to another submarine command staff.

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f. Personnel who are medically disqualified from submarines are not authorized to draw OPSUBPAY while awaiting transfer to another command.

g. Enclosure (15) provides examples of OPSUBPAY ride time accounting.

6. Physical Qualification for SUBPAY

Entitlement. An individual's continued entitlement to SUBPAY (CONSUBPAY or OPSUBPAY) is contingent upon remaining physically qualified for submarine duty. Submarine designated individuals who are placed in a Limited Duty (LIMDU) status will be considered qualified for submarine duty unless their LIMDU continues for a period of more than 6 months. The 6-month time frame is measured from the date received to ACC 105. Eligibility for CONSUBPAY will be terminated after 6 months of LIMDU or the effective date that BUPERS determines the disqualifying condition to be permanent, whichever is earlier. Individuals denied SUBPAY for medical reasons will not regain entitlement until the date they are determined fit for and/or reinstated to submarine duty by BUPERS (this will be the date that a member is diaried out of ACC 105). CONSUBPAY entitlement accrues the date that the member is found fit for submarine duty and upon receiving the appropriate medical documents at BUPERS. However, no CONSUBPAY will be paid until the member is diaried out of ACC 105. SUBPAY and TOSS credit shall not be authorized for any period during which an individual is medically disqualified for submarine duty regardless of subsequent re-instatement. However, the SSED may require adjustment (see enclosures (5) and (6)) if the individual was transferred from a submarine (prior to PRD) for the LIMDU period. For officers who have not completed a submarine command tour, continued entitlement to SUBPAY is contingent upon remaining physically qualified for submarine service. Officers who have completed a submarine command tour are required to remain physically qualified for active duty naval service and not fall within any other disqualifying category listed in paragraph 4d to remain eligible for payment of CONSUBPAY. Enlisted personnel need not

execute an extension to continue receiving CONSUBPAY while in LIMDU. However, they must have been previously entitled to CONSUBPAY at the last permanent duty station they were assigned to immediately prior to the commencement of the LIMDU period. Commanding officers or immediate reporting seniors are responsible for ensuring that SUBPAY is terminated for those individuals who become physically disqualified for submarine duty.

7. Recoupment. Loss of SUBPAY (CONSUBPAY or OPSUBPAY) entitlement may cause financial hardship to the service member and should be carefully reviewed prior to any action which would cause the loss of SUBPAY eligibility.

a. OPSUBPAY is paid to personnel while either stationed on a submarine or at a submarine command staff. All overpayments of OPSUBPAY will be recouped by the local Personnel Support Detachment (PSD).

b. CONSUBPAY for enlisted personnel will be recouped to the effective date of the disqualifying event, such as:

(1) Submarine disqualification.

(2) Gate failure.

(3) Acceptance to an approved non-submarine Navy program.

c. CONSUBPAY for officers will be recouped to the effective date of loss of eligibility.

8. Action

a. BUPERS (Pers-241) is responsible for development and administration of the SUBPAY Program. Annually in October, BUPERS (Pers-241) will review the eligibility of the commands in enclosure (8) to be classified as submarine command staffs. This review will also include determining the eligibility of other commands for listing as a submarine command staff.

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b. Commanders of submarine command staffs and special test and evaluation details will comply with the procedural requirements of this instruction and will:

(1) Prepare an enclosure (12) for currently attached and all future reporting SUBPAY-eligible personnel upon reporting. Enclosure (12) will also be used for career counselling of the member. This enclosure (12) will be certified and included in the member's service record upon transfer.

(2) Submit to BUPERS (Pers-42) for officers, or BUPERS (Pers-241) for enlisted, a completed, up-to-date and certified enclosure (12) for each SUBPAY-eligible individual upon transfer or as necessary to document their submarine career gates.

(3) Maintain enclosures (9) and (10) or enclosure (11) and TAD orders with endorsements as applicable for currently attached and all future reporting SUBPAY eligible personnel to document submarine duty and to provide accounting evidence for auditing purposes. All enclosures (9) and (10) or enclosure (11) and related documents will be retained and disposed per SECNAVINST 5212.5C, Part III, Chapter 7, SSIC 7220, paragraph 1. Certified copies of enclosures (10) or (11) will be included in the member's service record upon transfer. Enclosures (14), (15), and (16) provide information and examples for completing enclosures (10) and (11).

(4) Conduct an annual internal audit of staff OPSUBPAY procedures and records. These audit results will be retained for 3 years.

c. All commands administering SUBPAY will use enclosures (1) through (16) as applicable for SUBPAY management and assistance.

d. All commands finding individuals in their commands that have been overpaid CONSUBPAY will provide a letter to BUPERS (Pers-42) (officers)/(Pers-241) (enlisted) with the necessary information to support the overpayment claim. All commands are responsible for initiating

overpayment recovery action with BUPERS (Pers-42) (officers)/(Pers-241) (enlisted). NOTE: BUPERS (Pers-241) (enlisted) or BUPERS (Pers-42) (officer) will initiate all recoupment procedures for any overpayment situations upon notification by a command.

9. Review. The entitlement portions of this instruction have been approved as prescribed in the Department of Defense Financial Management Regulations for Military Pay, Policy and Procedures under procedures prescribed by the Secretary of Defense under 37 U.S.C. 1001.

10. Report. Symbol OPNAV 7220-3 has been assigned to the report contained in paragraph 8b(2) and is approved for 3 years from the date of this instruction.

BERNARD ROSTKER

Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

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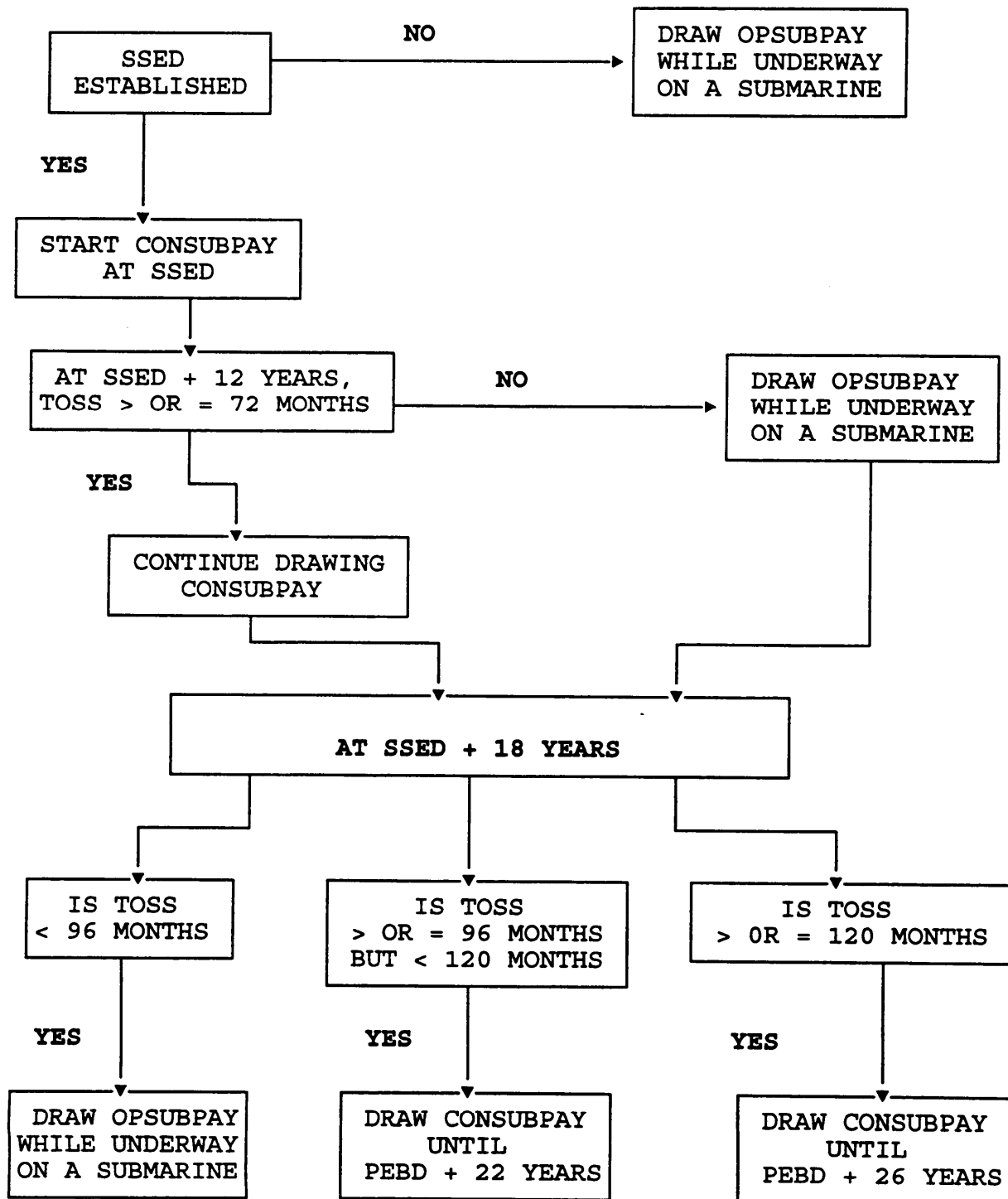
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AUG 14 1996

CONSUBPAY ENTITLEMENT FLOWCHART

Enclosure (1)

AUG 14 1996

SUBMARINE PAY RATESCOMMISSIONED OFFICERS

Pay grade	Years of service based upon Pay Entry Base Date						
	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10
0-10	\$355	\$355	\$355	\$355	\$355	\$355	\$355
0-9	355	355	355	355	355	355	355
0-8	355	355	355	355	355	355	355
0-7	355	355	355	355	355	355	355
0-6	595	595	595	595	595	595	595
0-5	595	595	595	595	595	595	595
0-4	365	365	365	405	595	595	595
0-3	355	355	355	390	595	595	595
0-2	235	235	235	235	235	235	355
0-1	175	175	175	175	175	175	355

Pay grade	Years of service based upon Pay Entry Base Date						
	Over 12	Over 14	Over 16	Over 18	Over 20	Over 22	Over 26
0-10	\$355	\$355	\$355	\$355	\$355	\$355	\$355
0-9	355	355	355	355	355	355	355
0-8	355	355	355	355	355	355	355
0-7	355	355	540	535	535	410	355
0-6	595	595	595	595	595	595	595
0-5	595	595	595	595	595	595	595
0-4	595	595	595	595	595	595	595
0-3	595	595	595	595	595	595	595
0-2	355	355	355	355	355	355	355
0-1	355	355	355	355	355	355	355

WARRANT OFFICERS

Pay grade	Years of service based upon Pay Entry Base Date						
	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10
W-4	\$235	\$310	\$310	\$355	\$355	\$355	\$355
W-3	235	310	310	355	355	355	355
W-2	235	310	310	355	355	355	355
W-1	235	310	310	355	355	355	355

Pay grade	Years of service based upon Pay Entry Base Date						
	Over 12	Over 14	Over 16	Over 18	Over 20	Over 22	Over 26
W-4	\$355	\$355	\$355	\$355	\$355	\$355	\$355
W-3	355	355	355	355	355	355	355
W-2	355	355	355	355	355	355	355
W-1	355	355	355	355	355	355	355

Enclosure (2)

AUG 14 1996

ENLISTED MEMBERS

Pay grade	Years of service based upon Pay Entry Base Date						
	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10
E-9	\$225	\$225	\$225	\$270	\$295	\$310	\$315
E-8	225	225	225	250	270	295	310
E-7	225	225	225	250	255	265	275
E-6	155	170	175	215	230	245	255
E-5	140	155	155	175	190	195	195
E-4	80	95	100	170	175	175	175
E-3	80	90	95	95	140	90	90
E-2	75	90	90	90	90	90	90
E-1	75	75	75	75	75	75	75

Pay grade	Years of service based upon Pay Entry Base Date						
	Over 12	Over 14	Over 16	Over 18	Over 20	Over 22	Over 26
E-9	\$330	\$345	\$355	\$355	\$355	\$355	\$355
E-8	315	330	330	345	345	345	345
E-7	295	310	310	310	310	310	310
E-6	265	265	265	265	265	265	265
E-5	195	195	195	195	195	195	195
E-4	175	175	175	175	175	175	175
E-3	90	90	90	90	90	90	90
E-2	90	90	90	90	90	90	90
E-1	75	75	75	75	75	75	75

Enclosure (2)

AUG 14 1996

SUBMARINE SERVICE ENTRY DATE WORKSHEETDO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENT

NAME: _____ SSN: _____

THE SUBMARINE SERVICE ENTRY DATE (SSED) CAN ONLY BE ADJUSTED FOR THE REASONS DESCRIBED IN ENCLOSURE (6). IF MORE THAN ONE OF THE DATES DETERMINED IN PARAGRAPHS 1, 2, OR 3 ARE APPLICABLE, THEN THE CORRECT SSED IS THE DATE OF THE EARLIEST EVENT THAT OCCURRED.

1. NUCLEAR TRAINED ENLISTED PERSONNEL:

- a. Grad date from a nuclear power training unit (NPTU) with 335X NEC prior to 901001 or; _____
- b. Class convening (CLCVN) Nuclear Field "A" School (NFAS) when NPTU grad date is after 901001 (See NOTE A) or; _____
- c. Report date to first submarine or; _____
- d. Grad date from Basic Enlisted Submarine School (BESS) prior to 810101 or; _____
- e. CLCVN BESS after 810101 or; _____
- f. For NEC 338X, the effective date of NEC Change/Recommendation (NAVPERS 1221/1) approval or report date to first submarine, whichever is earlier. _____

2. ALL OTHER ENLISTED PERSONNEL EXCEPT HM:

- a. Grad date BESS prior to 810101; _____
- b. CLCVN BESS after 810101 or; _____
- c. Report date to first submarine or; _____
- d. Designated "SU" by CHNAVPERS (PERS-403) letter _____
- e. Graduation date from FBM Weapons System "A" school prior to 810101. _____

Enclosure (3)

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3. HOSPITAL CORPSMAN:

- a. Grad date BESS prior to 810101 or; _____
- b. CLCVN BESS after 810101 or; _____
- c. Grad date Naval Underwater Medical
Institute (NUMI) or Nuclear Submarine
Medical Technician (NSMT) (NEC 8402)
prior to 810101 or; _____
- d. CLCVN (NUMI) or (NSMT) (NEC 8402)
after 810101 or; _____
- e. Report date to first submarine. _____

4. Provide documentation from enclosure (5)
to BUPERS (PERS-241): _____

NOTE A: NPTU GRAD DATE AFTER 901001. THE SSED FOR NUCLEAR
TRAINED ENLISTED PERSONNEL WHO GRADUATE(D) FROM
NPTU AFTER 901001 WILL BE ESTABLISHED AS THE DATE
ENROLLED TO NUCLEAR FIELD "A" SCHOOL. HOWEVER, THE
COMPUTATION OF THE SSED WILL NOT OCCUR UNTIL AFTER
THE 335X NEC HAS BEEN AWARDED.

Enclosure (3)

AUG 14 1996

NPTU GRADUATING CLASS TOSS WORKSHEETDO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENT

NAME: _____ SSN: _____

ULTIMATE DUTY STATION: _____

CLCVN DATE	CLGRD DATE	ACTIVITY NAME**	THIS ACTVY*	CAREER TOTAL*
		NUCLEAR FIELD		
		"A" SCHOOL		
		NUCLEAR POWER		
		SCHOOL		
		NUCLEAR POWER		
		TRAINING UNIT		

THE SSED WILL BE ESTABLISHED AS CLASS CONVENING DATE OF NUCLEAR
FIELD "A" SCHOOL.

SSED: _____ + 12 YRS = 12 YRGT: _____
YY MM DD YY MM DD

SSED: _____ + 18 YRS = 18 YRGT: _____
YY MM DD YY MM DD

BUPERS (Pers-241) DSN: 225-1242 COM: 703-695-1242
Telecopier DSN: 227-7751 COM: 703-697-7751

Prepared by (TYPE) DSN Noted: _____
Member's Signature

* WRITTEN IN WHOLE MONTHS ONLY

** SUBMIT CERTIFIED COPIES OF SERVICE RECORD PAGE 4's AND 5's

Enclosure (4)

AUG 14 1996

ADMINISTRATIVE PROCEDURES FOR SUBPAY1. Procedures for Officers

a. The Submarine Service Entry Date (SSED) for officers will be determined by Bureau of Naval Personnel (BUPERS) (Pers-42).

b. Records of Total Operational Submarine Service (TOSS) for officers will be maintained by BUPERS (Pers-42). TOSS earned while assigned to submarine command staffs will be reported as described in paragraph 8b(2) of the basic instruction.

2. Procedures for Enlisted Members

a. The SSED will be entered in the member's service record NAVPERS 1070/605 and must be acknowledged on a NAVPERS 1070/613 utilizing the following statement: "(Date) I acknowledge that my Submarine Service Entry Date is (YR/MO/DA)." If an enlisted member's SSED is adjusted for broken service, medical disqualification (including Limited Duty (LIMDU) periods), submarine corpsman ineligibility period, or for a Nuclear Power Training Unit (NPTU) Staff Pick-Up tour, that fact must be recorded on NAVPERS 1070/613 and NAVPERS 1070/605 in the member's service record stating the amount and reason for such adjustment. Any adjustment of SSED must be reported by letter to and approved by BUPERS (Pers-241).

(1) For adjustment of the SSED for broken service, forward completed and certified enclosures (3), (6) and (12) with a copy of the following supporting documentation:

(a) DD 214 - Certificate of Release or Discharge from Active Duty.

(b) All NAVPERS 1070/604s - Navy Occupational/ Training and Awards History.

(c) All NAVPERS 1070/605s - History of Assignments.

(2) For adjustment of the SSED for medical disqualification or a LIMDU period, forward completed and certified enclosures (3), (6) and (12) with a copy of the following supporting documentation:

(a) All NAVPERS 1070/604s - Navy Occupational/ Training and Awards History.

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(b) All NAVPERS 1070/605s - History of Assignments to document the transfer date to medical treatment status and then subsequent LIMDU assignment.

(c) The NAVMED 6100/1 - Medical Board Report Cover Sheets to document the fit for SUBMARINE duty date.

(3) For adjustment of the SSED for an NPTU Staff Pick-Up tour, forward completed and certified enclosures (3), (4), (6), and (12) with a copy of the following supporting documentation:

(a) All NAVPERS 1070/604s - Navy Occupational/ Training and Awards History.

(b) All NAVPERS 1070/605s - History of Assignments to document the transfer date to NPTU STAFF.

(4) For adjustment of the SSED for a Submarine Corpsman, forward completed and certified enclosures (3), (6) and (12) with a copy of the following supporting documentation:

(a) All NAVPERS 1070/604s - Navy Occupational/ Training and Awards History.

(b) All NAVPERS 1070/605s - History of Assignments to document the transfer dates.

(c) The BUPERS (Pers-403) letter which changed the Submarine designator from 1 or 2 to designator 7.

b. TOSS will be determined from the member's service record. As discussed in the basic instruction, an individual will receive TOSS credit for the entire period while assigned for duty to a submarine command staff prior to 1 January 1981 provided he was qualified in submarines. After this date, an individual attached to a submarine command staff must meet the criteria of paragraph 4c(1)(e) of the basic instruction to accumulate TOSS. Upon detachment from a submarine command staff or special test and evaluation detail, the following entry will be made in the Enlisted member's service record on the NAVPERS 1070/605 to document the total number of months of operational submarine duty performed during that tour of duty:

"Earned _____ months TOSS at (activity name) Career TOSS: _____
SSED: _____, 6 YRTD: _____, 8 YRTD: _____, 10 YRTD: _____.

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This entry must be made for all submarine designated personnel even though they may not have earned any ride time/TOSS at the submarine command staff or special test and evaluation detail. In order to update the automated data, which determines eligibility, this information must also be forwarded by letter to BUPERS (PERS-241) using enclosure (12).

c. The following entries will be made when an individual extends an enlistment for the purpose of CONSUBPAY entitlement:

"This agreement includes a requirement for service to meet eligibility requirements for CONSUBPAY. This extension may be used to determine bonus eligibility and amount of bonus provided no bonus has been paid, no bonus is otherwise payable, and this extension has not become operative."

3. Appeal Procedure. Personnel who disagree with the determination made by cognizant authorities regarding SUBPAY eligibility, creditable submarine service, or assignment of submarine designators may appeal in writing together with supporting documentation (enclosure (12) as a minimum) to BUPERS (Pers-42) for officers or BUPERS (Pers-241) for enlisted. Such cases will receive careful review and the individual will receive an official reply stating the results of that review.

4. Automation of CONSUBPAY. Since 1 May 1984, CONSUBPAY eligibility is determined by the Enlisted Master Record (EMR) maintained by BUPERS. All commands must comply with the Diary Message Reporting System Users Manual (EPMACINST 1080.4) (NOTAL) and its specific requirements for diary entries for submarine personnel.

5. Automation Data. The following data in the EMR determines individual CONSUBPAY eligibility:

- a. Enlisted Designator
- b. SSSED
- c. TOSS
- d. 12 YRGT and 18 YRGT
- e. 6 YRTD, 8 YRTD and 10 YRTD
- f. ACC

Enclosure (5)

1 AUG 1986

- g. PRD
- h. EAOS and Soft EAOS
- i. PEBD

6. Procedures for Restarting Enlisted CONSUBPAY Entitlement. CONSUBPAY eligibility should continue throughout a member's career until eligibility stops for a bonafide reason. CONSUBPAY may stop because of incorrect or insufficient data in the Enlisted Master File Record (EMR). Should this occur, the following action must be taken:

a. Determine if member is eligible for CONSUBPAY.

(1) Locate the assignment date of the active submarine enlisted designator in the service record Page 4 (NAVPERS 1070/604). If the designator was revoked, locate the service record Page 13 (NAVPERS 1070/613) entry concerning the submarine disqualification and the BUPERS letter of reinstatement.

(2) Determine the correct SSED using an SSED Worksheet (enclosure (3)).

(3) Adjust the SSED using an SSED Adjustment Worksheet (enclosure (6)) if the individual had broken service, a period of medical disqualification, a period of LIMDU, a submarine corpsman ineligibility period or an NPTU staff pick-up tour.

(4) Compute TOSS, 6, 8 and 10 YRTDs, as applicable, using a TOSS Worksheet (enclosure (12)). See enclosure (13) for an example.

b. If eligibility is verified, contact BUPERS (PERS-241) by message, letter, or telephone, providing the following message format information:

FM: ACTIVITY
TO: BUPERS WASHINGTON DC//PERS 241//

UNCLAS //N07220//

SUBJ: SUBPAY ICO (MEMBER NAME) (PERS-241)

A. SECNAVINST 7220.80D
1. NAME _____

Enclosure (5)

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2. RATE _____
3. SSN _____
4. SSED _____
5. TOTAL CAREER
TOSS _____ (IN WHOLE MONTHS)
6. 6 YRTD _____
7. 8 YRTD _____
8. 10 YRTD _____
9. EAOS/PRD/UIC _____

10. Date member executed a CONSUBPAY qualifying extension or reenlistment and whether the current EDVR reflects this extension or reenlistment.

11. Point of contact, including name and DSN/COM telephone number(s), for additional service record information that may be required.

12. Mark the message or letter "For Official Use Only" to ensure privacy information receives proper protection.

7. Procedures for restarting Officer CONSUBPAY entitlement.
Contact BUPERS (PERS-42) by message, letter, or telephone.

8. Contact information.

- a. Telephone: DSN 225-1242 (enlisted)
225-4062 (officer)
COM 703-695-1242 (enlisted)
703-695-4062 (officer)
- b. Mailing address: BUREAU OF NAVAL PERSONNEL
PERS 241 or PERS-42
2 NAVY ANNEX
Washington, DC 20370-2410 or 4200
- c. Message PLAD: BUPERS WASHINGTON DC//PERS42/PERS241//

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SUBMARINE SERVICE ENTRY DATE ADJUSTMENT WORKSHEET
DO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENT

NAME: _____ SSN: _____

1. ADJUSTMENT FOR PERIODS OF BROKEN SERVICE: YY MM DD

- a. Date reenlisted: _____
- b. Date released from active duty: _____
- c. Gross adjustment (subtract b from a) _____
- d. Add 1 day: _____
- e. Total all periods of Annual Training (AT)
(Previously ACDUTRA), TAR, or Active Duty for
Special Work (ADSW) (Previously TEMAC): _____
- f. Subtract e from d and record: _____
- g. Original SSED from service record: _____
- h. Add f to g above and record: _____

2. ADJUSTMENT FOR MEDICAL DISQUALIFICATION/LIMDU: YY MM DD

- a. Date found fit for full duty and submarine duty
(see medical record NAVMED 6100/1 and
submit copy) or date reinstated to submarine
duty by BUPERS (Pers-403) after a medical
disqualification: _____
- b. Date transferred from a submarine for treatment
and LIMDU assignment. NOTE: LIMDU adjustments
of the SSED are ONLY authorized if a member is
transferred from a submarine for LIMDU. _____
- c. For a medical disqualification and reinstatement
enter the date of disqualification. _____
- d. Adjustment (subtract b or c from a above): _____
- e. Add 1 day: _____
- f. Original SSED from service record: _____

Enclosure (6)

g. Add e to f and record:

h. Provide documentation (enclosure (5))

3. ADJUSTMENT FOR INITIAL NPTU SERVICE:

YY MM DD

a. Date transferred from NPTU after a staff pick-up tour (after 901001).

b. Date received for duty (ACC 100) as a staff pick-up (after 901001).

c. Adjustment (subtract b from a above):

d. Add 1 day:

e. Original SSED from service record:

f. Add d to e and record:

g. Provide documentation (enclosure (5))

4. ADJUSTMENT FOR SUBMARINE CORPSMAN:

YY MM DD

a. CLCVN Naval Underwater Medical Institute (NUMI) or Nuclear Submarine Medical Technician (NEC 8402).

b. Effective date of designator 7 from BUPERS (Pers-403).

c. Adjustment (subtract b from a above):

d. Add 1 day:

e. Original SSED from service record:

f. Add d to e and record:

g. Provide documentation (enclosure (5))

5. ADJUSTMENT FOR EXCUSED ABSENCES FROM OPERATIONAL SUBMARINE SERVICE DUE TO NO FAULT OF MEMBER:

YY MM DD

a. Date excused absence began as determined by BUPERS (Pers-241) (i.e., delayed in reporting to submarine due to ship's schedule and not due to fault of member)

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- b. Date returned to duty in submarine force as
determined by BUPERS (Pers-241) _____
- c. Adjustment (subtract b from a above): _____
- d. Add 1 day: _____
- e. Original SSED from service record: _____
- f. Add d to e and record: _____
- g. Provide documentation (enclosure (5)) _____

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LIST OF COURSES OF INSTRUCTION CREDITABLE TOWARD
ACCUMULATION OF TOTAL OPERATIONAL SUBMARINE SERVICE

NOTE: AN INDIVIDUAL'S SSSED MUST HAVE BEEN ESTABLISHED PRIOR TO COMMENCEMENT OF THE COURSE(S) OF INSTRUCTION, AND THE FIRST PERMANENT DUTY STATION AFTER SUCCESSFUL COMPLETION OF THE COURSE(S) MUST BE A SUBMARINE, FOR THE TIME IN ATTENDANCE OF THE COURSE(S) TO COUNT FOR TOSS CREDIT.

1. All courses of instruction at

a. Guided Missile School Dam Neck, Trident Training Facility Bangor, and Trident Training Facility Kings Bay.

b. Nuclear Power Schools at Naval Training Center Orlando, Mare Island Naval Shipyard Vallejo, Naval Training Center Bainbridge, and Naval Submarine School New London.

c. Nuclear Power Training Units at Ballston Spa, Charleston, Idaho Falls and Windsor.

d. Naval Sea Systems Command (Code 08) for duty under instruction.

e. Submarine Training Facilities at Charleston, Norfolk and San Diego, Naval Submarine Training Center Pacific, and Naval Submarine School New London.

f. Fleet Anti-Submarine Warfare (ASW) Training Center Pacific, San Diego and Fleet ASW Training Center Atlantic, Norfolk. (Any course having as its primary focus of instruction the operation and/or maintenance of submarine equipment.)

2. Additional courses of instruction (operation and maintenance) for both officer and enlisted, regardless of location:

a. Sonar Area

(1) Any course having as its primary focus of instruction the operation, maintenance, or employment of submarine sonar equipment or sonar watchstanding skills.

(2) Duty under instruction at Naval Underwater Systems Center, Naval Intelligence Support Center or Sonar Tactical Information Center.

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b. Weapons Area

(1) Any course having as its primary focus of instruction the operation, maintenance or employment of submarine torpedoes, missiles, warheads, mines, evasion devices, launcher systems or equipment, and fire control systems, computers or equipment.

(2) All submarine nuclear weapons courses.

c. Communication Area

(1) Any course having as its primary focus of instruction the operation, maintenance, or employment of submarine communications equipment or submarine communication procedures.

(2) Submarine Communications Applications and Theory (SCAT).

(3) Submarine Electronic Technical Training (SETT).

(4) Submarine Communications Officer courses.

(5) Classified Material System Custodian courses.

d. Navigation/Operations Area

(1) Any course having as its primary focus of instruction the operation, maintenance, or employment of submarine Electronic Counter Measures/Electronic Surveillance Measures, Identification (friend or foe), Radar, Periscopes or navigation equipment, or submarine navigation principles.

(2) Electronic Warfare Officer courses.

(3) Electronic Warfare Operator and maintenance courses.

(4) Submarine Quartermaster courses.

(5) Submarine Navigation Officer courses.

e. Engineering Area

(1) Any course having as its primary focus of instruction the operation and maintenance of submarine engineering equipments.

(2) Advanced Submarine Damage Control and Casualty Control.

Enclosure (7)

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- (3) Machine Tool Operation.
- (4) Sound and Vibration Analysis.

f. Supply Area

- (1) Nuclear Weapons Supply Courses.
- (2) Submarine Supply Courses.

g. Special Areas

- (1) Nuclear Submarine Medical Technician.
- (2) SCUBA Training.
- (3) Deep Submergence System Training.
- (4) Closed Circuit TV.
- (5) Courses in theory of transistors, solid state devices and/or digital theory required for maintenance of specialized equipments.
- (6) Division Commanders and Officers Tactics Refresher Courses.
- (7) Submarine Officer Basic Course.
- (8) Submarine Officer Indoctrination Course.
- (9) Submarine Officer Advanced Course.
- (10) Career Information and Counselling Course.
- (11) Planned Maintenance System Course.
- (12) Any course which results in the assignment of a Navy Enlisted Classification Code which is included in a submarine's Manpower Authorization.
- (13) Combined Services Support Program School.
- (14) All Navy Class "A" Schools.

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- (15) All Navy "C-7" Schools.
- (16) All Navy Factory Training Courses for submarine equipments including experimental or prototype equipment.
- (17) All Submarine Prospective Commanding/Executive Officer courses.
- (18) All tactical planning courses.
- (19) Leadership Management Effectiveness Training/Total Quality Leadership training courses.
- (20) Submarine Advanced Yeoman/Personnelman course.
- (21) Senior Enlisted Academy.
- (22) Sergeant Major Academy.

Enclosure (7)

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SUBMARINE COMMAND STAFFS

Commander in Chief, U. S. Atlantic Fleet

Commander, Submarine Force, U. S. Atlantic Fleet (COMSUBLANT) Staff

Commander Submarine Group (COMSUBGRU) TWO Staff

COMSUBGRU EIGHT Staff

COMSUBGRU TEN Staff

Commander, Submarine Squadron (COMSUBRON) TWO Staff

COMSUBRON SIX Staff

COMSUBRON EIGHT Staff

COMSUBRON TEN Staff

COMSUBRON SIXTEEN Staff

COMSUBRON TWO ZERO Staff

COMSUBRON TWO TWO Staff

Commander, Submarine Development Squadron (COMSUBDEVRON TWELVE) Staff

Commander in Chief, U. S. Pacific Fleet

Commander, Submarine Force, U. S. Pacific Fleet (COMSUBPAC) Staff

COMSUBGRU SEVEN Staff

COMSUBGRU NINE Staff

COMSUBRON ONE Staff

COMSUBRON THREE Staff

COMSUBRON SEVEN Staff

COMSUBRON ELEVEN Staff

COMSUBRON SEVENTEEN Staff

Commander, Submarine Development Group (COMSUBDEVGRU) ONE Staff

Enclosure (8)

MISCELLANEOUS COMMANDS AND BILLETS:

U. S. Strategic Command Special Activity, Atlantic

U. S. Strategic Command Special Activity, Pacific

Director, Strategic Systems Programs

Operational Sea Duty Component Naval Maritime Intelligence Center
Washington, DC (STS RATE only)

SSEP Pacific, Surveillance Component, Pearl Harbor, HI
(STS RATE only)

Surveillance Support Team, Submarine Base, New London, CT
(STS RATE only)

Exchange Officer, 3rd Submarine Squadron Royal Navy, HMS
MADSTONE, Faslane, Scotland - Head Tactics Section (1120 CDR)

Commander Task Group ONE SIX EIGHT POINT THREE - Submarine
Acoustic Intelligence Specialists (3 STS)

U. S. Naval Liaison Officer Canadian Forces Maritime Warfare
School, CFB Halifax, Nova Scotia, Canada - Anti-Submarine
Warfare Instructor (1120 LT)

Exchange Billet for Commander Australian Submarine Squadron
ONE HMAS PLATYPUS, N. Sydney, NSW Australia - Squadron
Operations Officer (1120 LT)

Exchange Officer, CINCFLT, Northwood England - Submarine
Assistant Operations Officer (1120 LT)

Chief Plans Officer, Naval Component Command Group, Chinhae,
Korea - Submarine Operations Advisor

Joint Staff HOLANTCOM (Strategic Operations - J34)

Naval Command, Control and Ocean Surveillance Center (NCCOSC)

Arctic Submarine Laboratory

Board of Inspection and Survey

CINCLANTFLT Nuclear Propulsion Examining Board

CINCPACFLT Nuclear Propulsion Examining Board

Enclosure (8)

AUG 14 1996

SUBMARINE UNDERWAY RIDE TIME DOCUMENTATION7220
SerFrom:
To:

Subj: SUBMARINE UNDERWAY RIDE TIME DOCUMENTATION

Ref: (a) SECNAVINST 7220.80D

1. This format must be used to record all submarine underway time as required by reference (a). The below entries must be signed by the Commanding Officer or Executive Officer of the submarine in which you embark. No other signatures are acceptable.

2. At the end of each month, return this form to the Submarine Ride Coordinator if any submarine ride time was earned.

By direction

I certify that the individual to whom these orders were issued has actually served on board this submarine underway as indicated:

<u>Submarine</u>	<u>Hour/Date Underway</u>	<u>Hour/Date Moored</u>	<u>Hrs/Mins Underway</u>	<u>Signature of CO/XO</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Enclosure (9)

SECNAVINST 7220.80D

AUG 14 1996

EXAMPLE - QUARTERLY VERIFICATION

CALENDAR

QUARTER/YEAR

SIGNATURE AND DATE OF ACCOUNTING OFFICER

SIGNATURE AND DATE OF MEMBER

1ST QTR

2ND QTR

3RD QTR

4TH QTR

1ST QTR

2ND QTR

3RD QTR

4TH QTR

1ST QTR

2ND QTR

3RD QTR

4TH QTR

1ST QTR

2ND QTR

3RD QTR

4TH QTR

Enclosure (10)

SECNAVINST 7220.80D

AUG 14 1995

QUARTERLY VERIFICATION

CALENDAR

QUARTER/YEAR

SIGNATURE AND DATE OF ACCOUNTING OFFICER

SIGNATURE AND DATE OF MEMBER

1ST QTR _____
2ND QTR _____
3RD QTR _____
4TH QTR _____

1ST QTR _____
2ND QTR _____
3RD QTR _____
4TH QTR _____

1ST QTR _____
2ND QTR _____
3RD QTR _____
4TH QTR _____

1ST QTR _____
2ND QTR _____
3RD QTR _____
4TH QTR _____

Enclosure (11)

AUG 14 1996

NOTES - RECORD OF SUBMARINE DUTY FOR SPECIAL TEST AND EVALUATION
DETAILS1. OPSUBPAY IS PAID ON A 30 DAY MONTH

a. The total number of days for which OPSUBPAY is paid while attached with orders to a submarine for each month will not exceed 30 days. OPSUBPAY is not paid on the 31st day of a month. For example, if an individual's total submarine duty in the months of August and September 1987 starts at 1600 on 29 August 1987 and ends at 1000 on 2 September 1987, the member is entitled to:

<u>YEAR/ MONTH</u>	<u>SHIP/DAYS ATTACHED</u>	<u>DAYS OF OPSUBPAY EARNED</u>
8708	648/003	02*
8709	648/002	<u>02</u> 4 days of OPSUBPAY or 4/30 of the monthly OPSUBPAY rate

* OPSUBPAY is not paid for submarine duty on 31 August 1987.

b. Parts of days count as whole days. For example, if an individual reports to a submarine at 2100 on a given day and detaches at 0800 on the next day, that individual will receive 2 days of OPSUBPAY (2/30 of the monthly OPSUBPAY rate) provided neither of the days is the 31st.

c. For the month of February, the individual must be attached to a submarine for the entire month to receive a full month of OPSUBPAY. Days attached to a submarine less than the full month of February will result in the payment of OPSUBPAY prorated against a 30-day month. For example, if 26 days are spent attached to a submarine in February the individuals will receive 26/30 of 1 month of OPSUBPAY.

2. TOSS IS EARNED ON A DAY-FOR-DAY BASIS

a. Each day or part of a day that an individual with a submarine designator is attached to a submarine will count as a day of Total Operational Submarine Service (TOSS) earned. One month of TOSS is 30 days. For 31-day months a maximum of 30 days of TOSS will be credited for that month. The 31st day of a month with 31 days will count toward TOSS credit providing no more than 30 days will be credited in that month. The rules governing

Enclosure (11)

14 1986

OPSUBPAY for the month of February also apply for calculating TOSS credit for the month of February. For example, if an individual was attached to a submarine for the entire month of August 1987, that individual will earn 30 days of TOSS or 1 month of TOSS. If an individual was attached to a submarine from the 2nd through the 31st of August, he would earn 30 days of TOSS or 1 month of TOSS.

b. When reporting TOSS at the end of a tour of duty or for a submarine career screening gate at a special test and evaluation detail, total TOSS earned is rounded down to the last whole month. Remainder days of TOSS less than 1 month may not be carried forward to the next command. For instance, in this enclosure's example, Senior Chief Petty Officer Nar's 18 YRGT will occur on 12 June 1988. His command will submit an enclosure (12) in May 1988 indicating that Senior Chief Nar had earned 6 months of TOSS and that he has a total career TOSS of 122 months. Again, at the end of his tour, an enclosure (12) will be submitted indicating that Senior Chief Nar had earned 10 months of TOSS and that he has a total career TOSS of 126 months.

Enclosure (11)

APR 14 1996

TOTAL OPERATIONAL SUBMARINE SERVICE WORKSHEETDO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENT

ACTIVITY: _____ UIC: _____

NAME: _____ SSN: _____

DATES		ACTIVITY NAME**	THIS ACTVY*	CAREER TOTAL*
FROM YY MM DD	TO YY MM DD			
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SSSED: _____ + 12 YRs = 12 YRGT: _____
YY MM DD YY MM DD

72 MONTHS OF TOSS EARNED: _____ = 6 YRTD
YY MM

SSSED: _____ + 18 YRs = 18 YRGT: _____
YY MM DD YY MM DD

PEBD = _____
YY MM DD

96 MONTHS OF TOSS EARNED: _____ = 8 YRTD
YY MM (PEBD + 22 YRs = _____
YY MM DD

120 MONTHS OF TOSS EARNED: _____ = 10 YRTD
YY MM (PEBD + 26 YRs = _____
YY MM DD

BUPERS (Pers-241) DSN: 225-1242 COM: 703-695-1242
Telecopier DSN: 227-7751 COM: 703-697-7751
Message PLAD: BUPERS WASHINGTON DC//PERS241C//

Prepared by (TYPE) _____ DSN _____ Noted: _____
Member's Signature

* WRITTEN IN WHOLE MONTHS ONLY

** SUBMIT CERTIFIED COPIES OF SERVICE RECORD PAGE 4's AND 5's

Enclosure (12)

AUG 14 1996

EXAMPLE - TOTAL OPERATIONAL SUBMARINE SERVICE WORKSHEETDO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENTACTIVITY: SSN-002 UIC: 12345NAME: NAR S. O. SSN: 123-45-6789

DATES		ACTIVITY NAME	MONTHS		NOTES
FROM	TO		THIS ACTY	CAREER TOTAL	
<u>721216</u>	<u>730302</u>	<u>SK "A"</u>	<u>002</u>	<u>002</u>	1
<u>730406</u>	<u>770515</u>	<u>SSN 001</u>	<u>049</u>	<u>051</u>	2 & 9
<u>770616</u>	<u>780615</u>	<u>NEW LONDON</u>	<u>000</u>	<u>051</u>	3
<u>780715</u>	<u>801231</u>	<u>COMSUBRON</u>	<u>030</u>	<u>081</u>	4 & 5
<u>810101</u>	<u>810315</u>	<u>COMSUBRON</u>	<u>002</u>	<u>083</u>	4 & 6
<u>810420</u>	<u>840604</u>	<u>NRD COLUMBUS</u>	<u>000</u>	<u>083</u>	3
<u>840704</u>	<u>8702--</u>	<u>SSN 002</u>	<u>032</u>	<u>115</u>	7 & 8

SSSED: 72 11 01 + 12 YRS = 12 YRGT: 84 11 01 10
 YY MM DD YY MM DD

72 MONTHS OF TOSS EARNED: 80 03 = 6 YRTD
 YY MM

SSSED: 72 11 01 + 18 YRS = 18 YRGT: 90 11 01 10
 YY MM DD YY MM DD

PEBD = 72 07 06
 YY MM DD

96 MONTHS OF TOSS EARNED: 85 07 = 8 YRTD
 YY MM

PEBD + = 94 07 05
 22 YRS YY MM DD

120 MONTHS OF TOSS EARNED: N/A = 10 YRTD
 YY MM

PEBD + = 98 07 05
 26 YRS YY MM DD

Enclosure (13)

AUG 14 1996

EXAMPLE - TOTAL OPERATIONAL SUBMARINE SERVICE WORKSHEET

MATH

NOTE 1: SK "A" School is subsequent to the SSED and is listed in enclosure (7). TOSS credited because after this school his next permanent assignment was to a submarine. Note the 15-day rule in the math (class convenes 721218 TOSS count starts at 7301; class graduates 730302 TOSS count stops at 7302).

7301	01	
7302	<u>01</u>	
TOTAL	02	

NOTE 2: Member reported to a submarine for duty on 730406. Using the 15-day rule the TOSS count commences at 7304 since date reported was prior to the 16th of a month.

7304	09*	
74	12	* Count must be inclusive (i.e., 730 <u>4</u> through
75	12	731 <u>2</u> equals <u>09</u> months, not <u>08</u>).
76	12	Transfers 7705 <u>15</u> , count stops at 770 <u>4</u> . Must
7704	<u>04</u>	transfer after the 15th for the transfer month to
TOTAL	49	count.

NOTE 3: Show all duty stations. The time between 770516 through 780714 and 810316 through 840703 was shore duty, leave, and transit.

NOTE 4: Member attached to a submarine command staff. Must have been assigned for duty and qualified in submarines (SS). This example illustrates submarine command staff TOSS accounting prior to 810101 and after 810101.

7807	06	
79	12	
8012	<u>12</u>	
TOTAL	30	

NOTE 5: Member earned 072 months of TOSS. 6 YRTD is computed.

081	-	Months of TOSS earned as of 8012
<u>-072</u>	-	Months of TOSS required to earn a 6 YRTD
09	-	Nine months prior to 8012 was the member's 6 YRTD
8012	-	Year and month 081 months of TOSS earned
<u>- 09</u>	-	Nine months is subtracted from 8012 to compute 6 YRTD
8003	-	Equals the 6 YRTD

NOTE 6: After 810101 the member must meet the prescribed ride time requirements to qualify for TOSS credit. Member must have either TAD orders, NAVPERS 1070/605 entry, enlisted performance evaluation remarks, record of exposure to ionizing radiation, or a completed enclosure (10) or (11) to document this TOSS.

Enclosure (13)

AUG 14 1996

EXAMPLE - TOTAL OPERATIONAL SUBMARINE SERVICE WORKSHEET

MATH

NOTE 7: Member earned greater than 096 but less than 120 months of TOSS. TOSS was computed on 870313 and the last complete month (8702) is used to end the calculation period.

- 115 - Months of TOSS earned as of 8702
 - 96 - Months of TOSS required to earn an 8 YRTD
 - 19 - If the 115th month of TOSS credit = 8702 then 19 months prior to 8702 (assuming all 19 calendar months prior to 8702 were credited for TOSS) is when 096 months of TOSS was earned.
-
- 8702 - 115 months of TOSS earned as of 8702
 - 19 - 19 months subtracted from 8702 to compute the 96th month of TOSS (8 YRTD)
 - 8507 - Equals the 96th month of TOSS and represents the 8 YRTD

NOTE 8: Member has earned greater than 096 months of TOSS but less than 120 months of TOSS and this TOSS was earned prior to the 18 YRGT. Assuming eligibility is maintained in all other respects the member is eligible to CONSUBPAY to PEBD plus 22 years. If the member earns 120 or more months of TOSS before his 18 YRGT he is then eligible for CONSUBPAY to PEBD plus 26 years.

NOTE 9: TAD assignments once a member reports for duty to a submarine do not stop the TOSS count. Should a TAD assignment be changed to Temporary Duty (TEM DU) or Permanent Change of Station (PCS) the TOSS count will stop effective the date of the change from TAD to TEM DU/PCS.

NOTE 10: SSEDs are recorded as Year Month Day (see enclosure 3). The 12 and 18 YRGT TOSS requirements must be met prior to the dates of these gates if CONSUBPAY eligibility is to be retained.

Enclosure (13)

AUG 14 1996

EXAMPLE - RECORD OF SUBMARINE DUTY FOR SPECIAL TEST AND EVALUATION DETAILS

NAME: NAR, S. O. SSN: 999-99-9999 RANK/RATE: STSCS(SS) SHEET: 1 of 3
 COMMAND: NAVSUBTRACENPAC UIC: 42142 TOTAL CAREER TOSS UPON REPORTING 116*
 SSED 700612* 6 YRTD 7811* 8 YRTD 8403* 10 YRTD 8710*

YEAR/ MONTH	SHIP/DAYS [1] ATTACHED	DAYS OF [1] OPSUBPAY EARNED	#	Toss [2] EARNED IN DAYS	TOTAL TOSS [2] EARNED IN MONTHS/ DAYS	TOTAL CAREER TOSS*
8701	648/12	12		12	000/12	116
8702	666/5	5		5	000/17	116
	CLASSIFIED/25					
8703		24		25	001/12	117
	CLASSIFIED/30					
8704		30		30	002/12	118
	CLASSIFIED/22					
8705	715/5	22		22	003/04	119
	696/3					
8708	682/10	08		08	003/12	119
8709		10		10	003/22	119
	CLASSIFIED/12					
8710 @		11		12	004/04	120
	CLASSIFIED/30					
8711		30		30	005/04	121

NOTE: *APPLICABLE FOR SUBMARINE DESIGNATED PERSONNEL ONLY
 #SUBMARINE DUTY ON THE 31ST DAY OF A MONTH WILL NOT BE INCLUDED AS A DAY OF OPSUBPAY EARNED
 @MEMBER EARNED 10 YRTD 8710

Enclosure (14)

APR 14 1996

EXAMPLE - RECORD OF SUBMARINE DUTY FOR SPECIAL TEST AND EVALUATION DETAILS

NAME: NAR, S. O. SSN: 999-99-9999 RANK/RATE: STSCS(SS) SHEET: 2 OF 3
 COMMAND: NAVSUBTRACENPAC UIC: 42142 TOTAL CAREER TOSS UPON REPORTING 116*
 SSID 700612* 6 YRTD 7811* 8 YRTD 8403* 10 YRTD 8710*

YEAR/ MONTH	SHIP/DAYS [1] ATTACHED	DAYS OF [1] OPSUBPAY EARNED	#	TOSS [2] EARNED IN DAYS *	TOTAL TOSS [2] EARNED IN MONTHS/ DAYS *	TOTAL CAREER TOSS*
8712	CLASSIFIED/31	30		30	006/04	122
8801	688/2	3		3	006/07	122
8803	696/2	6		6	006/13	122
8804	651/8	1		1	006/14	122
8807	622/3	8		8	006/22	122
8809	CLASSIFIED/8	3		3	006/25	122
8810	CLASSIFIED/30	7		8	007/03	123
8811	CLASSIFIED/31	30		30	008/03	124
8812	CLASSIFIED/31	30		30	009/03	125

NOTE: *APPLICABLE FOR SUBMARINE DESIGNATED PERSONNEL ONLY

#SUBMARINE DUTY ON THE 31ST DAY OF A MONTH WILL NOT BE INCLUDED AS A DAY OF OPSUBPAY EARNED

Enclosure (14)

EXAMPLE - RECORD OF SUBMARINE DUTY FOR SPECIAL TEST AND EVALUATION DETAILS

NAME: NAR, S. O. SSN: 999-99-9999 RANK/RATE: STSCS(SS) SHEET: 3 OF 3
 COMMAND: NAVSUBTRACENPAC UIC: 42142 TOTAL CAREER TOSS UPON REPORTING 116*
 SSID 700612* 6 YRTD 7811* 8 YRTD 8403* 10 YRTD 8710*

YEAR/ MONTH	SHIP/DAYS ATTACHED	[1] DAYS OF OPSUBPAY EARNED	[2] DAYS EARNED IN MONTHS	TOTAL TOSS EARNED IN MONTHS	TOTAL CAREER TOSS*
8901	CLASSIFIED/12	12	12	009/15	125
8905	698/3, 652/3 688/2	8	8	009/23	125
8906	718/6 711/9	6	6	009/29	125
8907		9	9	010/08	126

TRANSFERRED FROM NAVAL SUBMARINE
 TRAINING CENTER PACIFIC 890731

NOTE: * APPLICABLE FOR SUBMARINE DESIGNATED PERSONNEL ONLY
 # SUBMARINE DUTY ON THE 31ST DAY OF A MONTH WILL NOT BE INCLUDED AS A DAY OF
 OPSUBPAY EARNED

SECNAVINST 7220.80D

11/10 14 1995

EXAMPLE - QUARTERLY VERIFICATION

CALENDAR QUARTER/YEAR	SIGNATURE AND DATE OF ACCOUNTING OFFICER	SIGNATURE AND DATE OF MEMBER
1ST QTR		
2ND QTR		
3RD QTR		
4TH QTR		
1ST QTR		
2ND QTR		
3RD QTR		
4TH QTR		
1ST QTR		
2ND QTR		
3RD QTR		
4TH QTR		
1ST QTR		
2ND QTR		
3RD QTR		
4TH QTR		

Enclosure (14)

AUG 14 1987

NOTES - RECORD OF SUBMARINE DUTY FOR SPECIAL TEST AND
EVALUATION DETAILS[1] OPSUBPAY IS PAID ON A 30 DAY MONTH

a. The total number of days for which OPSUBPAY is paid while attached with orders to a submarine for each month will not exceed 30 days. OPSUBPAY is not paid on the 31st day of a month. For example, if an individual's total submarine duty in the months of August and September 1987 starts at 1600 on 29 August 1987 and ends at 1000 on 2 September 1987, the member is entitled to:

<u>YEAR/ MONTH</u>	<u>SHIP/DAYS ATTACHED</u>	<u>DAYS OF OPSUBPAY EARNED</u>
8708	648/003	02*
8709	648/002	<u>02</u> 4 days of OPSUBPAY or 4/30 of the monthly OPSUBPAY rate

* OPSUBPAY is not paid for submarine duty on 31 August 1987.

b. Parts of days count as whole days. For example, if an individual reports to a submarine at 2100 on a given day and detaches at 0800 on the next day, that individual will receive 2 days of OPSUBPAY (2/30 of the monthly OPSUBPAY rate) provided neither of the days is the 31st.

c. For the month of February, the individual must be attached to a submarine for the entire month to receive a full month of OPSUBPAY. Days attached to a submarine less than the full month of February will result in the payment of OPSUBPAY prorated against a 30-day month. For example, if 26 days are spent attached to a submarine in February the individuals will receive 26/30 of 1 month of OPSUBPAY.

[2] TOSS IS EARNED ON A DAY-FOR-DAY BASIS

a. Each day or part of a day that an individual with a submarine designator is attached to a submarine will count as a day of Total Operational Submarine Service (TOSS) earned. One month of TOSS is 30 days. For 31-day months a maximum of 30 days of TOSS will be credited for that month. The 31st day of a month with 31 days will count toward TOSS credit providing no more than 30 days will be credited in that month. The rules governing

Enclosure (14)

11 1986
OPSUBPAY for the month of February also apply for calculating TOSS credit for the month of February. For example, if an individual was attached to a submarine for the entire month of August 1987, that individual will earn 30 days of TOSS or 1 month of TOSS. If an individual was attached to a submarine from the 2nd through the 31st of August he would earn 30 days of TOSS or 1 month of TOSS.

b. When reporting TOSS at the end of a tour of duty or for a submarine career screening gate at a special test and evaluation detail, total TOSS earned is rounded down to the last whole month. Remainder days of TOSS less than 1 month may not be carried forward to the next command. For instance, in this enclosure's example, Senior Chief Petty Officer Nar's 18 YRGT will occur on 12 June 1988. His command will submit an enclosure (12) in May 1988 indicating that Senior Chief Nar had earned 6 months of TOSS and that he has a total career TOSS of 122 months. Again, at the end of his tour, an enclosure (12) will be submitted indicating that Senior Chief Nar had earned 10 months of TOSS and that he has a total career TOSS of 126 months.

AUG 14 1996

EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTINGExample 1 Routine Requirements

<u>MONTH</u>	<u>HRS UNDERWAY</u>	<u>COMMENTS</u>	<u>BANK</u>	<u>TOSS EARNED</u>
ZERO	48	Pay month ZERO OPSUBPAY.	0	1
ONE	0	Don't pay OPSUBPAY. Begin a 2-month grace period.	0	0
TWO	96	Pay month ONE and TWO OPSUBPAY since member satisfied 2-month grace period.	0	2
THREE	0	Don't pay OPSUBPAY. Note that member is eligible to begin grace period because he met the previous period requirement. Begin 2-month grace period.	0	0
FOUR	0	Don't pay OPSUBPAY since member failed to gain 96 hours required for 2-month grace period. Extend grace period to 3 months.	0	0
FIVE	144	Pay month THREE, FOUR, and FIVE OPSUBPAY since member met 144 hour requirement.	0	3
SIX	48	Pay month SIX OPSUBPAY since member met 48-hour requirement.	0	1

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14 14 1996

EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTINGExample 2 Using banked hours to meet requirements

<u>MONTH</u>	<u>HRS UNDERWAY</u>	<u>COMMENTS</u>	<u>BANK</u>	<u>TOSS EARNED</u>
ZERO	48	Pay month ZERO OPSUBPAY.	0	1
ONE	72	Pay month ONE OPSUBPAY. Add 24 hours served in excess of 48-hour requirement to bank.	24	1
TWO	10	Don't pay OPSUBPAY since member does not meet the 48-hour requirement, even if he were to use bank time. Start a 2-month grace period. The 10 hours are added to the bank.	24/10	0
THREE	60	Pay month THREE OPSUBPAY since member meets the 48-hour requirement. Do not pay month TWO OPSUBPAY since member does not meet the 96-hour requirement for a 2-month grace period. Member permanently loses OPSUBPAY and TOSS for month TWO. Add 12 hours served in excess of 48-hour requirement to bank.	24/10/12	1
FOUR	84	Pay month FOUR OPSUBPAY. Add 36 hours served in excess of 48-hour requirement to bank.	24/10/12/36	1

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Aug 14 1993

EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

Example 2 Using banked hours to meet requirements (Cont'd):

<u>MONTH</u>	<u>HRS UNDERWAY</u>	<u>COMMENTS</u>	<u>BANK</u>	<u>TOSS EARNED</u>
FIVE	0	Pay month FIVE OPSUBPAY by using 48 hours of the 82 hours in the bank.	34	1
SIX	0	Don't pay OPSUBPAY. Month ONE of grace period.	34	0
SEVEN	96	Pay month SIX and SEVEN since member meets the 96-hour requirement. The 96-hours used to meet the 2-consecutive-month requirement consists of the 96-hours earned in month SEVEN.	34	2
EIGHT	20	Pay month EIGHT OPSUBPAY by using the current month 20 hours PLUS 28 hours of the 34 hours in the bank.	0	1

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SECNAVINST 7220.80D

MIC 14 1996

EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

Example 3 Adding excess hours to the "bank"/5-month expiration of bank time

<u>MONTH</u>	<u>HRS UNDERWAY</u>	<u>COMMENTS</u>	<u>BANK</u>	<u>TOSS EARNED</u>
ZERO	144	Pay month ZERO OPSUBPAY. Bank the 96 hours served in excess of the 48-hour 1-month requirement.	96	1
ONE	48	Pay month ONE OPSUBPAY.	96	1
TWO	0	Pay month TWO OPSUBPAY using 48 hours of bank time to meet the monthly 48-hour requirement.	48	1
THREE	24	Pay month THREE OPSUBPAY using 24 hours underway time plus 24 hours of bank time to meet the monthly 48-hour requirement.	24	1
FOUR	0	Don't pay OPSUBPAY since no combination of underway and banked time during this period can satisfy the monthly 48-hour requirement. Begin a 2-month grace period.	24	0

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EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

Example 3 Adding excess hours to the "bank"/5 month expiration of bank time (Cont'd):

<u>MONTH</u>	<u>HRS UNDERWAY</u>	<u>COMMENTS</u>	<u>BANK</u>	<u>TOSS EARNED</u>
FIVE	80	Pay months FOUR and FIVE OPSUBPAY since member met the 2-month grace period 96 hour requirement by using the 80 hours underway and 16 hours from the bank. The 8 hours remaining in the bank are lost since they are more than 5 months old.	8	2
SIX	48	Pay month SIX OPSUBPAY since member met monthly 48-hour requirement using underway time.	0	1
SEVEN	48	Pay month SEVEN OPSUBPAY since member met monthly 48-hour requirement using underway time.	0	1

1 AUG 14 1996

EXAMPLE - INDIVIDUAL SUBMARINE UNDERWAY RIDE TIME RECORD FOR SUBMARINE COMMAND STAFFS

NAME: SEE, A. T. SSN: 000-00-0000 RANK/RATE: OM2(SS) SHEET: 1 OF 3
 COMMAND: COMSUBRON ONE UIC: 55346 TOTAL CAREER TOSS UPON REPORTING 069*
 SSNED 810116* 6 YRTD 8703* 8 YRTD N/A* 10 YRTD N/A*

MONTH/ YEAR	SHIP/HOURS EARNED	TOTAL HOURS EARNED	HOURS REQD	BANK TIME/DATE OF BANK TIME	TOSS EARNED IN MONTHS*	TOTAL CAREER TOSS*
8701	648/48	48	48	/ / / / / /	1	070
8702	/ / / / / /	0	48	/ / / / / /	0	070
8703**	651/96	96	96	/ / / / / /	2	072
8704	/ / / / / /	0	48	/ / / / / /	0	072
8705	639/144	0	96	/ / / / / /	0	072
8706	684/48	144	144	/ / / / / /	3	075
8707	652/72	48	48	24 /8708 / / / /	1	076
8708	682/10	72	48	24 /8708 ,10 /8709 / / / /	1	077
8709	/ / / / / /	10	48	/ / / / / /	0	077

NOTE: *APPLICABLE FOR SUBMARINE DESIGNATED PERSONNEL ONLY
 **MEMBER EARNED 6 YRTD 8703

SECNAVINST 7220.80D

1 AUG 1996

EXAMPLE - INDIVIDUAL SUBMARINE UNDERWAY RIDE TIME RECORD FOR SUBMARINE COMMAND STAFFS

NAME: SEE, A. T. SSN: 000-00-0000 RANK/RATE: OM2 (SS) SHEET: 2 OF 3
 COMMAND: COMSUBRON ONE UIC: 55346 TOTAL CAREER TOSS UPON REPORTING 069*
 SSED 810116* 6 YRTD 8703* 8 YRTD N/A* 10 YRTD N/A*

MONTH/ YEAR	SHIP/HOURS EARNED	TOTAL HOURS EARNED	HOURS REQD	BANK TIME/DATE OF BANK TIME	TOSS EARNED IN MONTHS*	TOTAL CAREER TOSS*
8710	666/60	60	48	24 /8708 ,10 /8709 12 /8710 , /	1	078
8711	717/24 , 715/60	84	48	24 /8708 ,10 /8709 12 /8710 ,36 /8711	1	079
8712		0	48	34 /8711 , /	1	080
8801		0	48	34 /8711 , /	0	080
8802	609/24 , 651/44 648/28	96	96	34 /8711 , /	2	082
8803	639/48 , 666/48 682/24 , 715/24	144	48	34 /8711 ,96 /8803	1	083
8804	713/48	48	48	26 /8803 , /	1	084
8805	648/24	0	48	48 /8803 , /	1	085
8806		24	48	24 /8803 , /	1	086

NOTE: * APPLICABLE FOR SUBMARINE DESIGNATED PERSONNEL ONLY

Enclosure (16)

14 AUG 1995

EXAMPLE - INDIVIDUAL SUBMARINE UNDERWAY RIDE TIME RECORD FOR SUBMARINE COMMAND STAFFS

NAME: SEE, A. T. SSN: 000-00-0000 RANK/RATE: QM2(SS) SHEET: 3 OF 3
 COMMAND: COMSUBRON ONE UIC: 55346 TOTAL CAREER TOSS UPON REPORTING 069*
 SSED 810116* 6 YRTD 8703* 8 YRTD N/A* 10 YRTD N/A*

MONTH/ YEAR	SHIP/HOURS EARNED	TOTAL HOURS EARNED	HOURS REQD	BANK TIME DATE OF	TOSS EARNED IN MONTHS*	TOTAL CAREER TOSS*
8807	/ / / / /	0	48	24 / 8803 / / /	0	086
8808	684/48 , 666/32	80	96	/ / / / /	2	088
8809	652/48 / / / / /	48	48	/ / / / /	1	089
8810	609/24 , 717/24	48	48	/ / / / /	1	090
8811	/ / / / /	0	48	/ / / / /	0	090
8812	/ / / / /	0	96	/ / / / /	0	090
8901	609/306 / / / / /	306	144	162 / 8901 / / /	3	093

***** TRANSFERRED 890120 FROM COMSUBRON ONE *****

/ / / / /
 / / / / /

NOTE: *APPLICABLE FOR SUBMARINE DESIGNATED PERSONNEL ONLY

Enclosure (16)

SECNAVINST 7220.80D

MAR 14 1995

EXAMPLE - QUARTERLY VERIFICATION

CALENDAR

QUARTER/YEAR

SIGNATURE AND DATE OF ACCOUNTING OFFICER

SIGNATURE AND DATE OF MEMBER

1ST QTR

2ND QTR

3RD QTR

4TH QTR

1ST QTR

2ND QTR

3RD QTR

4TH QTR

1ST QTR

2ND QTR

3RD QTR

4TH QTR

1ST QTR

2ND QTR

3RD QTR

4TH QTR

Enclosure (16)